

1 SEP 1978

DD/A Registry

78-3325/1

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training
Chief, Information & Privacy Staff
Chief, Information Systems Analysis Staff
Equal Employment Opportunity Officer, DDA

FROM : Michael J. Malanick
Associate Deputy Director for Administration

SUBJECT : Planning for Implementation of E.O. 12065

REFERENCE : Action Plan Approved 26 July 1978 for Implementation
of E.O. 12065

1. Attached for your planning and guidance is a paper prepared by the Task Force concerned with implementing the provisions of E.O. 12065 concerning classification, declassification, and mandatory review. This paper is being distributed to other elements of the Agency at Directorate and Independent Office level and in the DDA at Office level. Because of the amount of work to be accomplished by 1 December 1978, I urge that you and your staffs become familiar with E.O. 12065 requirements as soon as possible and prepare accordingly. It is hoped that the paper will be useful to you in beginning some of the tasks outlined.

2. Because of the wide diversity of interests, functions, and information produced in the various Offices in the Administration Directorate, the order of preparation of classification guidelines will be changed from that shown in paragraph 2 of the paper. In this Directorate, Office, or equivalent, classification guidelines, reflecting the needs and concerns of the Office, will be prepared by each Office. After approval, the Office guidelines will constitute the basis for compilation of a DDA Classification Guide which will be prepared at the Task Force level, and in due course submitted to all Offices for coordination. Since the DDA Classification Guide will treat only that information adjudged to be generally common to all Offices in the Directorate, it will not supersede the Office, or equivalent, guides. These must cover information in detailed, subcategory fashion. (See Section 2-2 of the Order).

3. The Office, or equivalent, Classification Guides must also address printed Agency and Office forms which are under the cognizance of the particular Office. Each such form must be reviewed for classification, downgrading, or declassification, bearing in mind that forms are subjected to the same classification criteria as any other information (Section 1-3 of the Order). If it is determined that classification can be justifiably retained, only "Confidential, "Secret, or Top Secret" may be used.

4. As noted in paragraph 3a of the paper, there is attached also the draft Agency Classification Guide prepared by the Task Force. It is intended to provide a broad, general and unclassified framework (which may ultimately be placed in the public domain) based on the classification requirements categories specified in Sections 1-301 through 1-304 of the Order. Your comments on this draft are requested by 18 September 1978. In developing your own detailed and more specific Office guidelines--classified or not as circumstances may require--which your personnel will use in implementing the provisions of the Order, the same format should be used, i.e. all classification requirements will be categorized under one or another of the categories (a) through (g) of Sections 1-301 of the Order. Each subcategory of information must be assigned a level of classification and duration of classification.

5. The Directorate Focal Point Officer in CRG/ISAS, [] STAT
[] has contacted members of your staff regarding preliminary STAT
planning for implementation of the Order. He will be the focal point
officer on the Task Force for classification, declassification, and
mandatory review questions also, and may be reached on extension [] STAT
or [] red. For matters concerning markings, training, and safeguarding,
please contact the appropriate Task Force set up to deal with these aspects
of the Order.

/s/ Michael J. Malanick

Michael J. Malanick

Attachments